



8895

Marketing/Administrative Assistant II

\$15.21/hour

Jefferson County seeks a full-time customer services expert to perform administrative and marketing support for the Fair Park. In addition to basic administrative duties, position may maintain social media venues and assist in the promotion of fair events.

High school diploma or equivalent with at least one year experience involving fund-raising, sponsorships, advertising and/or basic administrative skills is required. Proficiency in Microsoft Office and social media also required. Knowledge of Fair and Agriculture events highly preferred.

Application review begins October 22, 2015 and is open until filled. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE